

21 November 1950

MEMORANDUM FOR: Archivist of the United States  
National Archives and Records Service  
General Services Administration

SUBJECT: Protection of Indispensable Operating Records  
for Emergency Use

1. This Agency has reviewed the letter dated 31 October 1950 from Mr. Jess Larson, Administrator, GSA, regarding the Protection of Indispensable Operating Records for Emergency Use.

2. We are in agreement with the principles and objectives presented in Mr. Larson's letter, and appreciate receiving the Outline of Minimum Standards which the National Archives and Records Service has prepared as a guide for establishing a Documentary Protection Program.

3. CIA has previously taken precautionary action to protect its vital records. Because the material which constitutes our essential records is highly sensitive, it is not advisable to present a detailed summary of the action taken. The CIA Vital Records Officer, [REDACTED] will contact Mr. Claussen for discussion relative to this matter.

4. We are aware of the importance to the national security of safeguarding vital operating records, and desire to cooperate to the extent possible in the Government-wide program.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[REDACTED]  
Executive

cc: AD/CD  
Chief, CIA Library D  
Central Records (w/basic ltr)